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MONTHLY REPORT FOR THE MAP LIBRARY DIVISION

February 1955

A. Summary of Statistics for Receipts, Processing and Disbursements of the Map Library Division, February 1955 (on next page)

B. Accomplishments

1. Significant map receipts during February included large numbers of special-subject maps from the Netherlands; series sheets, city plans and special-subject maps from Southern Rhodesia; and a number of maps sent in from Viet Nam by [REDACTED]. From domestic sources were received approximately sixty maps and drawings on oil installations in Kuwait, all dated 1953-1954; twenty-three drawings of a Norwegian atomic

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3. Intensive follow-up programs are being carried on for Norway, the Netherlands and southern Africa, by means of letters being written to the various contacts.

4. The services of two provisionally cleared Map Library personnel in an "Unclassified" pool has assisted greatly in the processing of map receipts in Procurement.

5. In spite of February being a short month, requests for maps in the Reference Branch have continued to increase. 1049 orders were received and 16,713 map sheets were sent out, an increase of about 17 percent over last month. A complete set of our base maps was furnished to the Transportation Intelligence Agency, and a partial set was sent to the Hydrographic Office. A group of Far East specialty maps were selected and sent to Mr. Amory for use on his trip to Southeast Asia. Maps are still being supplied [REDACTED] ONE, for the weekly IAC lectures. 25X1A

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MAP LIBRARY DIVISION
SUMMARY OF STATISTICS - February 1999

RECEIPTS (for retention in Map Library)

<u>Maps</u>	<u>Specialty Map Sheets</u>	<u>Series Map Sheets</u>	<u>Total Map Sheets</u>
a. Made in CIA/D/GC	11,785*	0	11,785
b. On automatic receipt and purchases for stock	4,062	7,770	11,832
c. From other domestic sources	83	0	83
d. From foreign sources	832	1,949	2,781
e. From foreign sources for stock	198	0	198
Total	16,960	9,719	26 23,679

Atlases and other reference materials

a. On automatic receipt and purchases for stock	701
b. From other domestic sources	2
c. From foreign sources	213
Total	916

Total Volumes

PROCESSING

Map Cataloging

	<u>Titles</u>	<u>Sheets/Volumes</u>
a. Special maps made in CIA/D/GC	61	61
b. Special maps - All other	597	999
c. Series indexed and cataloged	4	164
Total	662	1,224

Cataloging, etc. of reference materials

a. Atlases	25	53
b. Place-name volumes	18	34
c. Publisher's catalogs	16	21
d. Other reference volumes	71	97
Total	130	205

DISBURSEMENTS

Maps

	<u>Requests</u>	<u>Titles</u>	<u>Sheets/Volumes</u>
a. To domestic establishments			
1. To CIA	658	3,382	9,631
2. To Department of State	135	435	1,593
3. To Department of Defense	159	1,217	4,448
a) Department of the Army	76	760	2,151
b) Department of the Navy	25	167	581
c) Department of the Air Force	37	122	252
d) Other components of Defense	21	168	1,464
4. Other Government agencies	89	279	801
b. To establishments overseas			
1. To Foreign Service	8	26	240
2. To foreign agencies	1	60	81
Total	1,050	5,399	16,794

Atlases and other reference materials

a. To domestic establishments	125	266	334
b. To foreign establishments	1	150	300
Total	126	416	634

Information

a. Place-name questions	203
b. Other reference inquiries	234
Total	437

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Areas for which maps were requested varied greatly and many orders were filled for U. S. topo maps, Canadian and South American maps. The Foreign Service Posts have been making more use of the Reference Branch's services and many more maps, atlases and gazetteers have been forwarded to them than before.

25X1A9a 6. Work at the Place Name desk has dropped only slightly, from 214 requests last month to 203 this month. A map request phone extension has been placed on [REDACTED] desk and she has been able to work sporadically on map requests.

25X1A9a 7. The review of the OSS maps was completed with [REDACTED] so that more room can be had for the new CIA maps that have been coming in at a steady pace. 78 CIA maps were added to the Sample Files this month.

8. In addition to the regular requests for place name information and maps, the Reference personnel answered 234 requests for miscellaneous information in February.

9. Increasing use is being made of the unclassified Personnel Pool, both for the typing of letters to foreign agencies and for the typing of the acquisitions list. This has proved to be very successful.

10. Inventories have been taken on the Library's distribution stock of AMS series, Air Force charts and Hydrographic office charts dealing with Formosa, Pescadore Islands, Southeast China and the China coast. Stock has been ordered for these areas to provide materials immediately when needed. The distribution stock, nine active AMS series, and some inactive city plan series have been re-graded from Restricted to Confidential.

25X1A9a 11. [REDACTED] have reported for duty in the Collection Section.

12. A total of 23,068 maps were filed into the collection during the month of February, and the Reference Branch was supplied with 11,953 maps to service 793 requests.

13. Only special recalls for requested items are being made at this time due to the volume of returns and re-charges to the Division of Geography, Department of Interior, and the Geographic Area. The Division of Geography of the Department of Interior returned 1,555 items this month, making a total of 17,940 items returned since the initiation of the new loan policy.

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14. The Subject Heading section of the cataloging manual has been revised and distributed. This expands the instructions to the catalogers for determining subjects for maps.

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C. Coordination

25X1A9a 1. During the month, coordinated requirements for Greece and French Equatorial Africa were prepared and forwarded to the field. FOA was contacted to obtain information for the use of [REDACTED] in his current mission to Greece. Coordinated requirements are being prepared for Chile and Mexico, based on lists of copyright materials obtained from the American embassies in those countries.

25X1A9a 2. [REDACTED] visited [REDACTED] for 25X1A briefing of personnel. He also reviewed the files of the Bureau of Reclamation in Denver. New procedures have been developed for the handling of requirements for aerial photography following consultations held by 25X1A9a [REDACTED] D/OP, with officials in ONI, G-2, Map and Photo, and AFON.

3. Mr. John Hutchins, U. S. Naval Academy instructor, visited the Map Library and selected many unclassified special-subject maps of the U.S.S.R., Germany, and Italy to be used in the "core" language classes at Annapolis.

D. Problems

1. A study is being made on the gains and losses resulting from placing area desk personnel adjacent to the cataloging personnel handling their areas. Training of Processing members, in records maintained by Procurement and information available there, is currently under way.

2. A statement of policy on annotated maps, sketch maps, and manuscript maps is now being formulated.

3. Reference is finding it difficult to keep up with the volume of requests and to fit in rush requests to meet deadlines. Five to ten hours overtime each pay period has helped to alleviate this problem somewhat.

4. Geographic area returns of maps to the Library are coming in slowly. Returns before the April 1 deadline will facilitate the re-charging and return of items to area staff members.

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E. Fiscal Statement

	<u>Total FY 1955</u>	<u>Spent in February</u>	<u>Spent to Date</u>	<u>Balance end February 1955</u>
<u>06 Printing and Reproduction</u>	600.00	--	255.45	344.55
<u>07 Other Contractual Services</u>				
National Archives	6,000.00	300.00	1,963.75	4,036.25
AGS	150.00		17.50	132.50
Other Organizations	?			
<u>08 Supplies and Materials</u>				
AMS	8,000.00	275.02	4,093.29	3,906.71
Paper Maps				
Plastic Maps				
NGS	4,000.00	780.00	2,350.00	1,650.00
Other Organizations	1,140.00	--	637.15	502.85
AGS				
<u>09 Equipment</u>	417.60	--	417.60	0

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